



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

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General Position Information:

Job Title: 17428 - Deputy Executive Director for Intelligence Community Whistleblowing and Source

Salary Range: \$90,823 - \$139,523

Vacancy Open Period: 10/14/15 – 10/14/16 - Open Until Filled. This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.

Position Type: Permanent

Who May Apply: Internal and External Candidates

Duty Location: Washington, D.C.

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Authorized: Discretionary based on availability of funds

Position Information:

This is an opportunity for a GS-13 to GS-14 permanent position in the ODNI.

Who May Apply: Internal and external candidates to include

- Current Federal Government Employees
- Candidates Outside the Federal Government
- Current ODNI Permanent Employees
- Current ODNI Staff Reserve Employees

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

Current GS employees at the same grade as the advertised position grade may apply.

The ODNI uses a rank-in-person system in which rank is attached to the individual. If the selected candidate is a GS employee, assignment will be made to the position at the employee's current GS grade and salary.

The grade and salary for a selected non-federal candidate will be set within the advertised salary range based on the candidate's qualifications and experience. Promotion for all ODNI GS permanent employees will be considered at an annual Career Advisory Board.



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Key Requirements for External Candidates:

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation
- Two-Year Probationary Period Required for All New Permanent Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

Component or Office Mission:

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

Major Duties and Responsibilities:

- Support the goals and mission of the Executive Director for Intelligence Community Whistleblowing & Source Protection (ED-ICW&SP), to include outreach, training, reprisal investigations, congressional disclosures, and external reviews under applicable whistleblower protection laws and regulations (e.g.: ICWPA, PPD-19, ICD 120, etc.).
- Lead inter-IC IG component resources in planning and implementing initiatives to advise and identify recommendations to the ED-ICW&SP for promoting IC whistleblowing and source protection.
- Lead professional staff in the development and implementation of strategies for promoting lawful whistleblowing, gathering and analyzing information and/or evidence of investigative and review failure and misconduct, to include interviewing key individuals, administering oaths, or affirmations, collecting and analyzing high volumes of information, and drafting reports on appeals presented.
- Analyze and review requests for IG External Review under Section C of PPD-19, to include reviewing completed reports of investigation (RoIs), reviews, and docket files; all information provided by the requestor and the local agency Inspector General; analysis of the framing allegation(s), determining elements of proof, and identifying level of investigative sufficiency.
- Manage the External Review Panel (ERP) docket-plan, prepare, present written documents including: reports of investigative completeness; memoranda to management; requests for additional information; present oral briefings to IC senior leaders on the status of review requests and final ERP determination; track ERP metrics on a quarterly basis.
- Manage the IC Congressional disclosures docket-plan, prepare, present written materials for assisting sources.
- Lead professional staff in the development and implementation of strategies for promoting lawful whistleblowing, gathering and analyzing information and/or evidence of investigative and review failure and misconduct, to include interviewing



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key individuals, administering oaths, or affirmations, collecting and analyzing high volumes of information, and drafting reports on appeals presented.

- Track and summarize metrics of corrective action – to include remedy and disciplinary action -- taken by IC elements found to have reprimed against IC employees and contractors. Develop and present briefings for the IC IG, the ED-ICW&SP, and Front Office leadership that fully inform of the IC whistleblowing program's health and effectiveness.
- Serve as an outreach consultant to the ED-ICW&SP and, based on assignment, provide substantive advice and counsel on the development of the means to reach potential disclosers.
- Execute, with the ED-ICW&SP, an annual comprehensive IC whistleblowing outreach plan focused on IC areas chosen by the ED-ICW&SP to effectively communicate the IC IG's mission, vision, and goals to a specific set of assigned stakeholders; plan should include, but not be limited to, goals and objectives, situational analysis, key messages, target audiences, and planned communications events, programs, and activities.
- Provide subject-matter expertise to the ED-ICW&SP for the training of IC personnel tasked with executing whistleblowing protections under applicable laws and regulations (e.g.: PPD-19 and ICD-120).
- Performs other duties assigned.

Knowledge, Skills and Abilities (KSAs):

REQUIRED

- Extensive ability to lead an inter-component team, develop work plans, conduct highly complex review projects, and write reports analyzing findings.
- Extensive ability to exercise sound judgment and form objective conclusions/recommendations based on empirical facts, evidence, and other pertinent information.
- Extensive analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.
- Extensive ability to examine information, identify problems, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.
- Extensive interpersonal and negotiation skills, including ability to interview, negotiate, brief senior officials, and work effectively, independently, and in a team or collaborative environment.
- Extensive ability to direct taskings, assess and manage performance, collaborate on goal setting, and support personal and professional development at all levels of personnel.
- Demonstrated oral and written communication skills with the ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise written products.
- Demonstrated ability to manage competing priorities under strict deadlines while maintaining a high level of attention to detail; demonstrated ability to work effectively with IC IG's senior leaders in a high profile and demanding office.
- Demonstrated ability to develop innovative and flexible solutions that result in the identification of new or innovative ways to handle unfamiliar or complex problems, make key contributions to group efforts, and take initiative.



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- Demonstrated ability to listen, clarify, and convey understanding of others' ideas, comments, and questions as well as the ability to integrate and build upon diverse opinions.

DESIRED

Education: Completion of a Bachelor's level degree from an accredited college or university.

How You Will Be Evaluated:

Applicants are encouraged to carefully review the position description and required KSAs and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

Benefits:

The ODNI offers a broad array of benefits programs and family friendly flexibilities.

Main site for new federal employees: http://www.opm.gov/insure/new_employee/index.asp

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement System (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and are covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependant Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules



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Other Information:

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION BELOW.**

JOB INTERVIEW TRAVEL: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

How to Apply:

A complete application must include the following:

- a. **RESUME** - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.
- b. **KSAs** - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe how your past work experience, education and accomplishments demonstrate that you possess the knowledge and skills required for this position.
- c. **COVER LETTER** - A separate document that acts as a supplement to your resume explaining the contents of your application package and allowing for an opportunity to further elaborate on your submission.
- d. **PERFORMANCE EVALUATIONS** - Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- e. **VACANCY NUMBER** - Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov



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(*Candace R. McPherson*) and hoylegr@dni.ic.gov (*Greta A. Hoyle*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by the closing date of the announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

What to Expect Next:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

Agency Contact Information:

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov